



ATTUNE-ED

ALN - BEHAVIOUR - EMOTIONAL WELLBEING

Health & Safety Policy

Version 3
2025

Legislation

The three main pieces of legislation of specific relevance to First Aid at Work are:

- **The Health & Safety at Work Act 1974 (HSWA)** - Section 2.1 of the HSWA requires employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.
- **The Management of Health & Safety at Work Regulations 1999 (MHSW)** - In order to implement the MHSW Regulations "Every employer shall make suitable and sufficient assessment of:
 - the risks to the health and safety of his employees to which they are exposed whilst at work,
 - the risks to ensure the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.
- **The Health & Safety (First Aid) Regulations 1981** - The Health & Safety (First Aid) Regulations place a legal duty on employers to make adequate first aid provision for their employees, in case they become ill or injured at work and includes:
 - Managing the provision of first aid (first-aid kit, and equipment, etc).
 - requirements and training for first-aiders o requirements for appointed persons
 - making employees aware of first-aid arrangements

Introduction

The Health and Safety (First Aid) Regulations 1981 set out the essential aspects of first aid which Attune-Ed CIC, as an employer, must provide. This policy has been prepared to assist the organisation in ensuring that it remains compliant with the Regulations.

This First Aid Policy covers the arrangements that are in place to ensure that appropriate first aid provision is available throughout Attune-Ed CIC, across all its sites, activities and events.

Duty to make first aid provision

The First Aid at Work Regulations place a duty on the organisation to make provision for first aid by:

- Ensuring there is adequate and appropriate equipment and facilities to provide first aid to employees (and non-employees) who become injured or ill
- Ensuring that there are a sufficient number of 'suitable persons' able to administer first aid if employees (and non-employees) become injured or ill at one of our sites or events.



Definition of First Aid

'First aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill.'

Accordingly, Attune-Ed CIC staff administering first aid should seek to assess the situation, protect themselves, bystanders and the casualty from further danger, deal with any life threatening condition and where necessary obtain medical assistance or refer the casualty on to medical staff as quickly as possible.

First Aid Assessment of Need

To ensure the availability of appropriate first aid provision, the management will conduct an assessment of need for first aid requirements. This assessment will be conducted in accordance with the guidance published by the Health and Safety Executive (HSE) and will ensure that appropriate first aid personnel and equipment are available to:

- Give immediate attention to an employee, visitor, contractor suffering from common injuries and illness and those likely to arise from specific hazards at work;
- Call an ambulance or other professional help as required.
- The amount of first aid equipment and trained personnel necessary will depend on the circumstances of each situation/location. In carrying out an assessment of first aid need, the management will determine the level of equipment and personnel necessary in each location or particular operational circumstance.
- First aid provision must be based upon the risk assessments appropriate to the activities in any given area of the organisation as the activities vary from different locations.

First Aid Trained Staff

The organisation operates all site locations and events with a suitably trained staff member to administer first aid. The numbers of trained staff will be dependent on the size of the location, number of employees (and non-employees) and the nature of the work.

Training of First Aid personnel

All Attune-Ed CIC First Aid trained staff will undertake training. Courses will normally be provided by an approved first aid training organisation or qualified inhouse instructor. An approved refresher course must be completed within three years and 28 days to maintain the validity of the First Aid Certificate. .



Duties of the First Aid trained person

All First Aid trained staff should be familiar with the following guidance and procedures:
Duties of a First Aid appointed person on their duties, role and remit; Procedure for calling an ambulance;
Guidance on Infection Control;
Accident/Incident and First Aid Administered reporting systems;
Procedure for obtaining replacement first aid materials.

Insurance

All fully trained (insert organisation name) staff with first aid responsibilities will be covered by the organisation's Public Liability/Indemnity Insurance whilst administering first aid. However they must ensure that their certificate is current and that they operate within the scope of their training and the organisation's operational procedures for the delivery of First Aid at Work.

First Aid Equipment

- **First aid containers and materials** - The assessment of first aid need, together with the risk assessment of activities, will determine the level of first aid equipment required.
- All first aid equipment must be contained in a suitably marked container, ideally a green box with a white cross, and located in an accessible place; First aid boxes should protect first aid items from dampness and contamination by dust, fumes etc; First aid kits will contain items for administering first aid
- The content and selection of first aid kits may vary in circumstances where the assessment of first aid need indicates this is appropriate (e.g. an alternative container for use in offsite activities).
- The first aid needs assessment may indicate a requirement for additional/ alternative items in some areas/circumstances e.g. kitchens, workshops, sports areas etc.
- **Monitoring of First Aid Equipment** - Designated staff members should inspect the first aid equipment within each box on a regular basis and replace any items as necessary, paying particular attention to expiry dates, cleanliness etc. after an incidents the first aid should aim to replace any used first aid supplies as soon as possible.



First Aid record keeping

Whenever a member of staff administers first aid, they should complete an accident or incident form and pass this to the nominated H&S Officer for review. When any first aid materials have been used, the First Aid kit should be restocked as soon as possible. Reporting such information will assist in the identification of activities which may cause ill-health or injury and will therefore help in the prevention of future incidents. 12.

Information on First Aid arrangements

In order for the organisation's first aid arrangements to operate effectively, it is important that they are known and understood by everyone in ((insert organisation name)). All new members of staff, as part of their induction training, will be made aware of the organisation's first aid provision and current procedures in place and any further localised arrangements.

Signed: _____
Robert Jones, GMBPsS

Date: 28th March 2025

